

## **PROCEDURE FOR**

## **REQUESTING A COURT INTERPRETER**

The purpose of this procedure is to coordinate litigant requests for interpreter services for court hearings in Criminal, Traffic, Juvenile, Domestic Violence, Unlawful Detainer and Family Law cases.

The following procedure shall apply to all court facilities serving Butte County. Additional information may need to be provided by the requestor upon the court's review of this form in order to coordinate interpreter services.

### **PROCEDURE**

1. A "Request for Interpreter" form (Form SS01) must be completed and submitted to the clerk's office at least five (5) business days prior to the court date for which an interpreter is needed. In the event the court date is set less than five (5) business days before the hearing, such request must be made by the close of business on the setting date.

(Parties requesting a sign language interpreter should instead complete a Request for Accommodations by Persons with Disabilities and Response form (Form MC-410). This form is then routed to Human Resources for review.)

2. Upon receipt, the clerk will deliver the form to the Interpreter Coordinator in the Support Services Division. The Interpreter Coordinator will contact the requesting party should additional information be required.
3. The Interpreter Coordinator will make every effort to contact and schedule an interpreter for the language requested. In the event that: 1) the court is not successful in scheduling an available interpreter or 2) funding is not available for non-mandated case types, the Interpreter Coordinator will contact the requestor and advise the party that an interpreter will not be present.
4. Court interpreters are not always available for scheduled court dates. The court may utilize a telephonic interpreting service if an interpreter cannot appear in person. The inability of the Interpreter Coordinator to schedule an interpreter does not in any way excuse the requestor from appearing in court.
5. If the hearing date for which an interpreter has been requested is continued or taken off-calendar, please cancel the request with courtroom clerk or Clerk's Office, no less than 24 hours in advance.